

## CITY OF AUGUSTA, MAINE

# **DEVELOPMENT REVIEW APPLICATION**

### **Applicant Please Read First:**

It is the Applicant's responsibility to read the relevant sections of the Augusta Land Use Ordinance and provide the material required to constitute a complete application. No application will be placed on the Planning Board agenda until it has been deemed complete by staff at the Bureau of Planning. An application that includes all of the information described in this packet shall constitute a completed application. Waivers from certain standards may be requested in writing as an alternative to providing the required information.

This application form is for Major and Minor Development site plan applications which are:

**MAJOR DEVELOPMENT:** Any multi-family or non-residential development project that:

- a. creates more than 20,000 square feet of new floor space in the CD or IA zones; or
- b. creates more than 10,000 square feet of new floor area in zones not listed in a. above; or
- c. that disturbs more than 43,560 square feet (1 acre) of land; or
- d. creates more than 43,560 square feet (1 acre) of new impervious surface; or
- e. new construction that generates more than 100 trips in the peak hour for the proposed use; or
- f. proposes a new wireless communication facility that will require construction of a new tower.

**MINOR DEVELOPMENT:** Any multi-family or non-residential development project that:

- a. creates between 5,000 and 20,000 square feet of new floor area in the CD and IA zones; or
- b. creates between 1,000 and 10,000 square feet of new floor area in zones not listed in a. above; or
- c. that disturbs between 10,000 and 43,560 square feet of land; or
- d. creates between 10,000 and 43,560 square feet of new impervious surface; or
- e. creates four (4) or more residential units in a pre-existing single family, duplex, or multi-family structure; or
- f. new construction that generates between 35 and 99 trips in all zoning districts except CD and IA, in the peak hour for the proposed use; or
- g. any change of use where the proposed use requires 25% more on-site parking, as calculated using the parking requirements in the Land Use Ordinance, than the applicant proposes to make available on site; or
- h. proposes collocation of a wireless communication facility on an existing tower that will require construction of a new equipment shed.
- i. all uses proposing to construct a drive-through service or vehicle re-fueling pumps that do not otherwise qualify for major or minor development review.

When a proposed use qualifies as both a Development review and a Conditional Use, this single application shall be used. The staff and Planning Board review shall take both required approvals into account during a single review process.

Should demolition of structures occur as part of the development, a Wrecking and Demolition Permit Application will need to be submitted. If a building is over 50 years old, review by the Historic Preservation Commission will be done in conjunction with the Planning Board review, see Chapter 134 Building Construction; Section 134-5 Demolition and Delay of Demolition.

Blasting proposed as part of the development will undergo Planning Board review, see Chapter 130 Blasting.

Please note that a **complete application is required** before it will be reviewed by the Planning Board. The attached application must be submitted with the required plans, drawings, reports, and narratives as outlined in Part 4 of the Land Use Ordinance and Section 300-603.E of the Land Use Ordinance.

The application review for a Major and Minor Development will proceed as follows:

1. Pre-Application review with Planning Staff, as necessary.
2. Application submission to Planning Board.
3. Notification of abutters upon receipt of Application.
4. Public hearing within thirty (30) days of receipt of complete application.
5. Planning Board decision within thirty (30) days of the close of a public hearing.

Decisions on a Major or Minor Development are generally made in a single Planning Board meeting, however, if additional information is required, the hearing may be continued and require additional Planning Board meetings.

#### **FEES:**

1. For all applications: \$0.15 + the cost of first class postage for each abutter that will be notified as required by the ordinance.
2. For Major Development review: \$2,000 + (\$0.15 x each new square foot over 25,000).  
Maximum fee = \$4,000.
3. For Minor Development review: \$250 + (\$0.15 x each new square foot over 5,000).  
Maximum fee = \$1,000.

**City of Augusta**  
**Development Review Application**  
 Bureau of Planning, Department of Development Services

<b>Address of Proposed development:</b>  <b>Zone(s):</b>  <b>Project Name:</b>								
<b>Existing Building (sq. ft.):</b>  <b>Existing Impervious (sq. ft.):</b>	<b>Proposed Building (sq. ft.):</b>  <b>Proposed Impervious (sq. ft.):</b>							
<b>Structure Demolition:</b> <b>Yes</b> <b>No</b>	<b>Blasting Proposed (cu. ft. ):</b>							
<b>Proposed Total Disturbed Area of the Site:</b> Proposed disturbance of greater than one acre requires a Chapter 500, Stormwater Management Permit from the Maine Department of Environmental Protection (DEP).								
<b>Owner's Name/Address:</b>      <b>Phone #:</b>  <b>Cell #:</b>  <b>e-mail:</b>	<b>Applicant's Name/Address:</b>      <b>Phone #:</b>  <b>Cell #:</b>  <b>e-mail:</b>	<b>Consultant's Name/Address:</b>      <b>Phone #:</b>  <b>Cell #:</b>  <b>e-mail:</b>						
<b>Tax Map #:</b>  <b>Lot #:</b>	<b>Lot Size (acres):</b>  <b>Frontage (Feet):</b>	<b>Form for Evidence of Standing</b> (deed, purchase and sale agreement, other):						
<b>Signatures:</b>  <table style="width: 100%;"> <tr> <td style="width: 60%;">Applicant: _____</td> <td style="width: 40%;">Date: _____</td> </tr> <tr> <td>Owner: _____</td> <td>Date: _____</td> </tr> <tr> <td>Agent: _____</td> <td>Date: _____</td> </tr> </table>			Applicant: _____	Date: _____	Owner: _____	Date: _____	Agent: _____	Date: _____
Applicant: _____	Date: _____							
Owner: _____	Date: _____							
Agent: _____	Date: _____							
<b>For Staff Use</b> <b>Fee Calculation:</b> Major Development max fee is \$4,000; Minor Development max fee is \$1,000 <b>Major Development: \$2,000 + (number of sq ft over 25,000 x \$0.15) =</b> <b>Minor Development: \$250 + (number of sq ft over 5,000 x \$0.15) =</b> <b>All Development: Number of Abutters x (1oz First Class postage fee + \$0.15) =</b>  <b>Total Fee:</b>								

**Checklist.** The checklist below must be completed by the applicant. The required material or a written waiver request must be provided.

<b>Information Required on Plan(s)</b> See Augusta Land Use Ordinance for greater detail including Section 300-405B(1) Preliminary Plan Requirements and Section 300-305B Final Plan Requirements	<b>Included</b>	<b>Waiver Requested</b>
a. Name of Site Plan or Subdivision. 300-405B(1)(a)		
b. Owner(s) name and address. 300-405B(1)(b)		
c. Deed reference to subject parcel and immediate abutter identification. 300-405B(1)(c)		
d. Engineer's name, address, signature and seal. 300-405B(1)(d)		
e. Surveyor's name, address, signature and seal. 300-405B(1)(e)		
f. Scale, both in graphic and written form. 300-405B(1)(f)		
g. Date and revision box. 300-405B(1)(g)		
h. Zoning designation(s). 300-405B(1)(h)		
i. North Arrow (true, magnetic, dated or grid). 300-405B(1)(i)		
j. Preliminary site plan. 300-405B(1)(j)		
k. Ownership, location & present or proposed use of abutting properties. 300-405B(1)(k)		
l. Location map. 300-405B(1)(l)		
m. Streets, existing & proposed, with curve data. 300-405B(1)(m) & 300-406B(5)		
n. Drainage and erosion control. 300-405B(1)(n)		
o. Utilities, existing and proposed. 300-405B(1)(o)		
p. Topography, 2 foot contours. 300-405B(1)(p)		
q. Lot lines and dimensions. 300-405B(1)(q)		
r. Proposed use of the property. 300-405B(1)(r)		
s. Proposed public or common areas, if any. 300-405B(1)(s)		
t. Boundary survey and associated information. 300-405B(1)(t)		
u. Traffic controls, off-street parking and facilities. 300-405B(1)(u)		
v. Proposed fire protection plans or needs. 300-405B(1)(v)		
w. Landscaping and buffering. 300-405B(1)(w)		
x. Outdoor lighting plan. 300-405B(1)(x)		
y. Freshwater wetlands. 300-404B(15)		
z. River, stream or brook. 300-404B(16)		

<b>Information Required in Written Project Narrative</b> See Augusta Land Use Ordinance for greater detail Section 300-404B(1) Criteria for Reviewing the Preapplication and Section 300-603E Conditional Uses Site Plan Review Criteria	<b>Included</b>	<b>Waiver Requested</b>
1. Pollution – undue water or air pollution. 300-404B(1)		
2. Water – sufficient potable water. 300-404B(2)		
3. Municipal Water – adequate supply, if applicable. 300-404B(3)		
4. Soil Erosion – unreasonable soil erosion. 300-404B(4)		
5. Road congestion and safety. 300-404B(5) & 300-405B(1)(v)		
6. Major Developments, additional traffic movement. 300-404B(6)		
7. Sewage waste disposal – adequate provisions. 300-404B(7)		
8. Solid waste – adequate provisions. 300-404B(8)		
9. Aesthetic, cultural, and natural values. 300-404B(9)		
10. Conformity with City ordinances and plans. 300-404B(10)		

<b>Additional Information Required in Written Narrative</b> (continued) <b>Where the items below duplicate the items above, identical responses are permitted and encouraged.</b>	<b>Included</b>	<b>Waiver Requested</b>
11. Financial and technical capacity. 300-404B(11)		
12. Surface water, shorelands and outstanding rivers. 300-404B(12)		
13. Groundwater – negative impact. 300-404B(13)		
14. Flood areas. 300-404B(14)		
15. Freshwater wetlands – description of impact. 300-404B(15)		
16. River, stream or brook – description of impact. 300-404B(16)		
17. Stormwater – management plans. 300-404B(17)		
18. Access to direct sunlight. 300-404B(18)		
19. State permits – description of requirements. 300-404B(19)		
20. Spaghetti lots prohibited – 300-404B(20)		
21. Outdoor lighting – description of lighting plans. 300-404B(21)		
22. Neighborhood compatibility – description per ordinance. 300-603E(1)		
23. Compliance with plans and policies. 300-603E(2)		
24. Traffic pattern, flow and volume analysis. 300-603E(3)		
25. Public facilities – utilities including stormwater. 300-603E(4)		
26. Resource protection and the environment. 300-603E(5)		
27. Performance standards. 300-603E(6)		
28. Financial and technical ability. 300-603E(7)		

### **Application Materials**

The application materials that are required for a complete application are listed below:

<b>Paper Copies</b>	<b>Included</b>	<b>Waiver Requested</b>
10 copies of the Application Packet		
- Application Form(s)		
- Project narratives		
- Purchase & sale agreement, or other document to show standing		
- Letter authorizing the agent to represent the applicant		
3 copies of any stormwater report		
2 copies of any traffic report		
10 reduced-sized complete plan sets on 11" x 17" paper		
4 full-sized complete plan sets on ARCH D or E size paper		
Payment in full of application fee (Note: an abutter notification fee will be assessed after the application is determined to be complete. The fee is \$0.15 plus the cost of first class postage for each abutter that will be notified as required by the ordinance.)		
<b>Electronic Copy</b>		
1 CD that includes each of the application documents in Adobe PDF format		

### **For Official Use:**

\$_____ <b>Application</b> Fee Paid.	Received By (Initials):_____ Date:_____
\$_____ <b>Abutter</b> Notification Fee Paid.	Received By (Initials):_____ Date:_____